

CITY OF ROSWELL, NM

EOE

POSITION OPENING #10-082

POSITION: Transit System Vehicle Operator

DEPARTMENT: Pecos Trails Transit

WORK SCHEDULE: Hours will vary according to schedule to include weekday days and evenings, weekends and holidays

SALARY RANGE: \$9.3287 to \$13.4696 per hour

STATUS: Regular Part-Time

OPENING DATE: August 5, 2010

DEADLINE TO SUBMIT REQUIRED APPLICATION: December 30, 2010

TRANSIT SYSTEM VEHICLE OPERATOR

Definition and Distinguishing Characteristics

This is routine work operating diesel transit system vehicles for the City's transit system. Work involves transporting passengers on regular routes, trippers, and special charters. Work extends to dealing courteously and tactfully with the general public.

Work is performed in accordance with established department procedures. Work of this class involves many actions which, if improperly performed, would cause serious consequences for the safety of public and property. Decisions made are generally limited by established procedures but the work may involve exercise of independent judgement in unusual circumstances. The work involves the application of a specialized body of knowledge that requires on-the-job training. Work is performed under general supervision with no supervisory responsibility. Work originates from the on-going needs of the transit system as well as special assignments from a supervisor. Work is reviewed primarily by observation from a supervisor as well as feedback from the general public. Work of this class requires extensive public contact with the general public.

Typical Examples of Work Performed

- Operates transit system vehicles of different sizes over fixed routes, trippers, and special charters.
- Regulates heating and air conditioning of transit system vehicles for passenger comfort.
- Operates transit system vehicles in a safe manner at all times.
- Responds to calls on the radio in an appropriate manner.
- Reports emergencies on or off bus to dispatcher and follows emergency procedures.
- Maintains order and safety of riders.
- Attends to special needs of passengers.
- Completes reports as required.
- Inspects vehicle prior to pull-out and after pull-in for proper functioning and safety problems and reports any problems to proper person.
- Promotes ridership on transit system.
- Observes safety rules and regulations and uses judgement in performing work in a safe manner.
- Maintains records of passengers by fare category.
- Performs related duties as required.

Knowledges, Skills and Abilities

- Considerable knowledge of city streets and transit routes.
- Considerable knowledge of city and state traffic regulations, signs and signals.
- Knowledge of safety rules and regulations.
- Knowledge of emergency procedures for transit system vehicles.
- Ability to identify proper functioning of transit system vehicles.
- Ability to communicate effectively.
- Ability to prepare reports in a clear and concise manner.
- Ability to read and understand road maps and transit system timetables.
- Ability to deal with the general public in a courteous and tactful manner.
- Ability to operate transit system vehicles safely and efficiently.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.

Minimum Requirements of Education and Experience

Graduation from a standard senior or vocational high school or the equivalent.

Necessary Special Qualification

Must possess a valid Class B driver's license issued by the State of New Mexico and have a satisfactory driving record. Must possess or acquire a "P" endorsement before operating a bus with passengers.

Must possess and maintain a phone for necessary call-in.

Necessary Special Requirements

Must be able to pass a rigid background investigation including work history, criminal records, driving records and other records deemed necessary.

Must pass a post-offer pre-employment drug test administered by a City-designated facility.

Must pass a post-offer pre-employment limited physical and DOT physical given by a City-designated physician.

Desirable Special Qualifications

- Fluency in both the English and Spanish languages.
- Previous experience driving transit system vehicles.

MUST SUBMIT THE "PRE-EMPLOYMENT RELEASE AND WAIVER" FORM WITH THE APPLICATION

COMMERCIAL DRIVER'S LICENSE WITH "P" ENDORSEMENT REQUIRED (SEE ABOVE)

**IF YOU REQUIRE SPECIAL ACCOMMODATIONS, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT
CITY HALL, 425 N. RICHARDSON, (505) 624-6700, EXT. 268**